

Partnership Agreement (Fac25-1)

Chapel Hill United Methodist Church and Parties Using the Facility

Chapel Hill United Methodist Church (Chapel Hill) is pleased to have a facility that can be used for the good of the community. We believe our community is composed of the church as well as those who live, work and reside all around us. We pray the facility will be a place in which people can meet, grow, and help shape our community for the common good.

Please contact the Administrator at administrator@chapehillumc.com or call the office at 317.241.6163 between 9 am - 4 pm Monday – Friday to inquire about scheduling a room for your event /meeting or for any other questions you may have.

_____ Persons or groups wishing to use the facility must read, sign and agree to the Facility Use Policy of Chapel Hill and provide a \$50 Non-refundable deposit by cash/check or you can pay by credit card by using our online pay portal.

_____ While groups/individuals do not have to agree with Chapel Hills’ church doctrine or beliefs to use our facility, we do reserve the right to refuse anyone who might directly oppose goodness in the community. Anyone wishing to meet outside the bounds of the law will not be allowed to use the facility.

_____ If a group/individual is one that supervises or involves minors, Chapel Hill reserves the right to see and approve the groups’ policies and/or measures to protect the minors involved while in our facility. These may include adult to minor ratios, criminal background checks and drop off/pick up procedures.

_____ Groups/individuals using the facilities are asked to use only the room(s) they are scheduled in and on the day/time assigned. Please be respectful of all that may be using the facility at the same time as your event. You are responsible for the room you rent during the time you rent it. Please notify the Administrator above of any issues that arise during your event.

_____ Failure to adhere to the Partnership Agreement will result in revoking all facility use privileges.

Date: _____

Name of Group/Individual: _____

Signature: _____

Printed Name: _____

CHAPEL HILL UNITED METHODIST CHURCH FACILITY USE POLICY

Our Mission

The Mission of Chapel Hill is to Make Disciples of Jesus Christ for the Transformation of the World.

The use of the Chapel Hill facilities shall reflect the above mission statement and be within the parameters of the Discipline of the United Methodist Church as well as Chapel Hill's Vision and Core values. Go to chapelhillumc.com/mission-statement to read more on our Vision and Core Values. Never shall the property of Chapel Hill be used in any way that fosters, promotes, or advances any practice that Chapel Hill specifically identifies as incompatible with Christian teaching.

Facility Priorities

The following priorities will be used to determine availability and use of the Chapel Hill facilities.

Category 1: Chapel Hill (e.g. all programming /groups/ministries/events)

Category 2: Worship Groups (contract scheduled hours only)

Category 3: Recurring Meetings

Category 4: All other approved facility users.

Category 1 related activities shall have priority for use of the Chapel Hill facilities as scheduled and approved by the Chapel Hill Church Council and /or staff. Otherwise, all other rentals will be scheduled on a first come first serve basis. All activities from all categories will be immediately placed on the Chapel Hill Calendar once approved.

How to Request Space

Application for space should be made to the Administrator by email administrator@chapelhillumc.com or call 317.241.6163 and schedule an appt to drop off the application at least one month prior to the event if at all possible. **Rooms are not reserved and put on the calendar until the Facility Use Agreement is fully signed and approved and the \$50 deposit to hold the room is paid.**

Fees and Charges

*****A non-refundable \$50 deposit will need to be made at the time of booking your event to hold the room. This deposit will then be applied to your total due. If for any reason you need to cancel your event then you forfeit the \$50 deposit. All fees are required to be paid before the day of your event*****

Category 1: No Charge

Category 2: Worship Groups- requires Senior Pastor/ Finance Chair Approval for use and rate

Category 3: Recurring Meetings (Conference Room A/B and Basement Rooms)

- Once a month: \$25
- Twice a month: \$50
- Weekly (more than twice a month): \$100

Category 4: All other approved facility users.

- **Wesley Fellowship Hall:** \$100 (2 hours) + \$25 every additional hour (holds up to 75+ people)
- **Community Room:** \$75 (2 hours) + \$15 every additional hour (holds up to 50 people)
- **Conference Rooms A or B:** \$50 (2 hours) + \$10 every additional hour (holds up to 30 people per room)
- **Nursery:** \$15 per hour for use of the room
 - Childcare Staffing: \$10 an hour per childcare worker needed
- **Kitchen:** Non-Refundable-\$100
- **Audio/Visual Technician:** \$50 (2 hours) +\$20 for every additional hour.
- **Custodial Fee:** \$40-room set up/tear down fees

****All Chapel Hill church members receive a 50% discount for personal facility use****

Please ask the Administrator for further assistance if your event is a wedding or funeral as those fees will be different from the above fees. *All weddings and funerals require prior approval from the Senior Pastor of Chapel Hill United Methodist Church.*

Worship Groups and Recurring Meeting Users (Category 2 & 3)

1. All Recurring meetings and Worship groups will need to designate a contact person who will schedule a meeting every other month (virtual, telephonic or in person) with the Administrator to discuss the use of the building and any issues that may arise during that time.
2. Recurring and Worship group users will be assigned specific rooms. If additional space is needed, the designated contact person must reserve and get it approved in advance with the Administrator before use. Additional fees may apply.

Because of high demand for the space, rooms can't be used without prior approval.

General Facility Policies

1. The Chapel Hill facilities are available from 8 a.m.-9 p.m. Monday-Saturday unless special arrangements have been made and approved by the Administrator. No new non-Chapel Hill events will be scheduled on Sundays.
2. All groups should exit the building NO LATER than 10:00 p.m. unless special arrangements have been made with the Administrator.
3. Chapel Hill church-wide events will always be given top priority for facility use. Please understand that in some cases, church events may cause previously scheduled events to move to another area of the Chapel Hill facilities, another date, or even cause the event to be cancelled. We will do our best to find a solution acceptable to all parties when event conflicts arise.
4. We ask that you treat the Chapel Hill facilities with the proper respect as visitors and guests in the Lord's house.
5. A competent adult (Rentee) in your group needs to take responsibility for the group using the Chapel Hill facilities and they must be the one to schedule the activity through the Administrator so the event can be placed on the Chapel Hill Calendar. (chapelhillumc.com/calendar) The desired space and time of the activity must be recorded so the space can be unlocked, set up if needed, and other services as required are provided. Special room arrangement and use of any special equipment, including the sound system, must be requested in advance of the activity.
6. All children under the age of 18 must be under the supervision of a competent adult at all times while in our facility.
7. All group activities should be held within the room(s) assigned. No exceptions. If extra space is needed or for any changes regarding your event, please contact the Administrator to avoid overbooking.

8. Room(s) should be returned in the original condition in which they were found. (including furniture layout) The Rentee is ultimately responsible for setup and tear down. Chapel Hill will provide the chairs and tables needed. If assistance is needed setting up and/or tearing down, you must make arrangements a week in advance with the Administrator **before** your event and a \$40 custodial fee will be added to your total due.

10. Please be aware that significant emergent weather events can cause the building to close due to unforeseen circumstances and therefore cancel all activities for the safety of all involved without notice. We will notify you as soon as we possibly can if this happens.

11. If you choose to cancel your scheduled event or meeting, please contact the Administrator as soon as possible so we can plan accordingly.

12. If an event involves children or youth, the Rentee responsible for the event shall not leave the property until all children or youth have been picked up. Likewise, children or youth shall not be dropped off early without the presence of the Rentee responsible for the event present.

13. No political activities or rallies, except for municipality-sponsored polling activities, are permitted in/on the Chapel Hill facilities/property.

14. No sale of merchandise, promotional activities, or other fundraising outside of the church sponsored programs are permitted, unless approved by the Chapel Hill Church Council.

15. Please be aware that the heat and air conditioning are set to a certain temperature and will not be changed to meet everyone's individual preferences.

16. Security is very important! Doors are unlocked at specific times before each event and are locked at a specific time after the event starts. Please do not block doors open. Repeated violations of this rule will result in cancellation of the privilege to use the facility. The Rentee responsible for your event may be asked to set the alarm system after your event is over. A special code will be provided on a one-time basis. (Note: the alarm system automatically sets at specific times each day)

17. The program of activities scheduled must be suited for the available space reserved.

18. The activity must be under the supervision and/or leadership of the Rentee and they must be in the assigned room throughout the reserved time.

19. Gambling, drinking, smoking, possession and use of intoxicants and controlled substances, and possession and use of firearms* within any area of the Chapel Hill facilities/property are prohibited.

****Firearms are permitted only for members of law enforcement.**

20. Use of the Chapel Hill facilities shall comply with all applicable federal, state, and local laws.

21. Chapel Hill facilities may not be used for any private classes or meetings that are not respectful of the spiritual and physical environment of the church. Any proposed class or group meeting must be acceptable to the church leaders. The Senior Pastor and/or Church Council have the right to deny any group.

22. No signs, displays or materials shall be attached to walls, windows, glass, woodwork, draperies, blinds, grounds, drives, parking lot, etc. without the approval of the Chapel Hill Building and Grounds Team.

23. No helium balloons are permitted within Wesley Fellowship Hall, The Sanctuary or the Kitchen.

24. Red punch, Kool-Aid or other red beverages are not to be served in the Chapel Hill facilities in order to keep the floors, walls, and carpet in good condition.

25. If it is necessary to have police and fire protection, parking lot attendants, or other types of personnel for your event, they must be provided by your organization or individual using the Chapel Hill facilities. Note that permission from the Senior Pastor, Building and Grounds Team and the Church Council will need to be requested from the Administrator before approving and scheduling such an event.

Special Uses

Kitchen and Kitchen Equipment Etiquette

1. Consult with the Administrator for availability of date/time if the use of the kitchen is desired.
2. Kitchen use fees: NON-REFUNDABLE •\$100.00
3. Any use of the kitchen is subject to a designated church member being present. When a nonmember group is using the kitchen a designated church member will need to be appointed and scheduled through the Administrator.
4. Please read over the full Kitchen Use Policy that is located in the kitchen just inside the door before using the kitchen. Any questions regarding the use of the kitchen equipment can be answered by the designated church member present for your event.
5. There could be more than one activity that uses the kitchen at the same time during your event. There is no onsite-storage available for use. We request that you bring what you are using during the allotted time of your event and take it with you when you leave. We will not be able to save any items left behind.
6. If you use cooking pans, utensils, or other supplies supplied by Chapel Hill, please clean them and return them where you found them.
7. Clean-up: Please wash all dishes used and put them where they were found, clean off stove and wipe up oven spills. Wipe off all counter tops and clean all sinks. Sweep floor and leave any used rags from our facility on the end of the sink and we will have them picked up and laundered.
9. Trash: Place all trash in trash bags provided. The Rentee of the event is ultimately responsible to making sure the trash bags that are used are put in the dumpster located outside in the parking lot after your event has concluded.
10. NO UNSUPERVISED CHILDREN ARE ALLOWED IN THE KITCHEN. (See full kitchen policy for further instruction) Reminder: All children must be under the supervision of a competent adult at all times while in our facility.

Audio/Visual

If use of the sound system is required, a Chapel Hill trained sound technician must operate it. The group requesting its use must pay an additional \$50 for his or her services for 2 hours +\$20 for every additional hour.

Nursery

The nursery is available for use at a fee of \$15 per hour for the room rental. If a childcare worker is needed for your event the Administrator would need to coordinate that with our Childcare workers (if available), and an additional fee of \$10 an hour **per** childcare worker will be added. The number of children and their ages will determine how many Childcare workers are needed.

If a Chapel Hill Childcare worker is not used, it is the Rentees' responsibility to make sure the nursery is picked up and the room is returned back to the condition it was found.

Sanctuary

The Sanctuary is designated for religious use activities and shall not be considered available for other use except for weddings and funerals. Prior approval will be needed from the Chapel Hill Senior Pastor and Financial Chair for use and rate.

Parking Lot

If an outside event is requested and the parking lot is needed to conduct the event, prior approval will be needed by the Senior Pastor and the Financial Chair for use and rate.

Furniture and Equipment

Property given to or purchased by any person or organization for Chapel Hill's use becomes the property of Chapel Hill. Said property cannot be given away, sold or otherwise disposed of without the express permission of the Trustees.

No furniture or equipment (including piano, pulpit, altar, audio visual equipment, tables or chairs, lawn mowers, computers, audio equipment, TV, VCR, piano, sound system etc...) are not to be loaned to anyone nor are they to be removed from the Church building without written approval from the Chapel Hill Church Council/Building and Grounds Team.

Tables and chairs may be loaned to Chapel Hill Members only. A \$50 security deposit will be required and will be returned when the chairs and tables are returned. Check with the Administrator for the appropriate documentation. If the chair/tables are returned after office hours, another church member must certify the appropriate number of chairs and tables were returned and any damaged equipment noted. Any damaged equipment cost will be charged to the church member, less the \$50 security deposit.

Tables and chairs have been marked to indicate the room for which they have been designated. Do not remove them from their designated rooms without permission. If permission is granted, they must be returned to their designated rooms immediately after the event.

Use of Park Facilities

The park is leased and maintained by the Indianapolis Parks Department. Chapel Hill does not participate in scheduling use of the park facilities. The park facilities are available on a first come-first served basis.

In Case of an Emergency

If an emergency arises while you are using the building (fire, personal injury, etc.), call 911 first and provide our physical address of 963 N. Girls School Road and then report the emergency to the Administrator by calling 317.241.6163 **AND** by email administrator@chapelhillumc.com as soon as possible.

Insurance

Chapel Hill and/or its employees shall not be responsible for any damage to, or loss of, personal property of participants nor personal injury of any visitors/guests during events held in the Chapel Hill facilities. The Rentee/and or parties related to the group shall indemnify and hold Chapel Hill harmless for all claims arising from use of the Chapel Hill facilities.

The following Fac25-2 form must be signed by the Rentee responsible for the group using the Chapel Hill facilities. If you fail to abide by any of these policies or if you abuse the privileges granted under these policies, Chapel Hill reserves the right to cancel your event and/or eject your group from the Chapel Hill facilities and may deny your access to the Chapel Hill facilities for any future events.

Thank you for helping us keep our Facility clean and available to all who need it!

Fac25-2 Form

I have read and understand the Chapel Hill United Methodist Church Facility Use Policy and agree to adhere to its guidelines and procedures.

Signature: _____ Date: _____

Printed Name: _____

Phone: _____ Email: _____

Group Name / Event: _____

Date(s) of Event: _____ - _____

Start and End Time of Event: _____ - _____

Main Floor

- Wesley Fellowship Hall (\$100)
- Conference Room A (\$50)
- Conference Room B (\$50)

Basement

- Community Room (\$75)
- Room 122 (\$50)
- Room 127/129 (\$50)
- Room 125 (\$50)

Additional Services

- Kitchen (\$100)
- Nursery (\$50)
- Audio/Visual (\$50)
- Custodian (\$40)

Approval Needed

- Sanctuary \$ _____
- Parking Lot (Outdoor Event) \$ _____

Total Fees Due: \$ _____

Non-Refundable \$50 Deposit paid to book room Date _____

Total Due after Deposit: \$ _____ Date _____

Final Payment (if needed): \$ _____ Date _____

Services/room(s) added by applicant later

Fee added \$ _____ Date _____

New Total Due with additional services/room(s) added: \$ _____ Date _____

Day of Event ___ / ___ / ___ **Total Owed \$** _____ **Total Paid:\$** _____